

INTERNAL TITLE 5 VACANCY ANNOUNCEMENT

Announcement Number:	2003-67	Opening Date:	May 1, 2003	Closing Date:	May 22, 2003
Position/Position Number:	FOOD SERVICE WORKER, WG-7408-3 PD #4560A		Organizational Location:	NUTRITION AND FOOD SERVICE Duty Station: Temple ICF	
Salary Range:	WG-3: \$9.35 - \$10.91 PER HOUR		Area of Consideration:	CURRENT PERMANENT EMPLOYEES OF CTVHCS	
Duties and Responsibilities:					
Hours of work: Rotating tours of duty and rotating days off. Incumbent sets up serving stations with necessary food and beverage items, dishes, flatware, and serving utensils. Maintain pace of trayline to facilitate service of trays during the meal serving period. Interprets and follows printed menus and computerized tray tickets to serve appropriate food items in correct amounts for patients on regular and modified diets. Serves patients from a centralized tray assembly line or in a cafeteria or dining room setting. Serves standardized portions of all food items and in correct quantities. Makes the final check of tray before it is delivered and assists other employees to ensure correct identification of patients for meal service. Thermalizes patient trays in correct sequence and at appropriate intervals. Checks each tray on every delivery cart to ensure that plates and/or bowls have thermalized properly. Takes corrective action if necessary. After meals have been thermalized, the incumbent checks and supplies hot beverages and/or frozen food items required for each tray. Checks completeness of soiled trays as they are being picked up to ensure that all serving equipment is returned from patients' rooms. Prepare and thermalizes trays for late meal delivery. Maintains the supply of frozen coffee concentrate in the coffee dispensing units and place on patients' trays in staging areas. Sets up the correct number of frozen desserts to be placed on each delivery cart. Provides annual leave relief for other employees and performs the full range of duties for these positions within established guidelines of Nutrition and Food Service. <u>Physical Effort:</u> Must be able to stand or walk for extended periods of time. Required to be able to lift, push, and/or pull heavy equipment and supplies. Frequently lifts or moves objects weighing up to 30 pounds and, occasionally 45 pounds. Must be able to climb ladders as required in the cleaning and storage of supplies and equipment.					
Qualification Requirements:					
Qualifications are derived from Office of Personnel Management (OPM) Handbook X-118 or X-118C, available in Human Resources Management Service (HRMS). Applicants must have sufficient training and experience to be trusted to perform duties on own initiative under general supervision.					
Rating and Ranking:					
Qualified candidates will be rated and ranked on the following knowledge, skills, and abilities: Element 1: Ability to do food service work without more than normal supervision (screen-out element). Element 25A: Work practices, cleanliness, neatness, and sanitation in food service work. Element 25E: Technical practices in food service work. (Refers to ability to perform the technical procedures and practices required in performing the duties of a food service worker in a quantity food preparation and serving program). Element 75B: Ability to read, understand, and follow food preparation and serving instructions, manuals, etc. Element 81: Ability to use and care for food preparation and serving tools, utensils, and equipment. Element 82A: Knowledge of food preparation and serving ingredients. Element 86: Dexterity and safety in food service work.					
How to apply:					
Permanent employees who wish to be considered for this position must obtain necessary forms through the internet address: http://www.texvet.com/HRMS/forms.htm . VA FORM 5-4078 MUST BE RECEIVED IN HRMS, TEMPLE, BY CLOSE OF BUSINESS ON CLOSING DATE OF ANNOUNCEMENT. VA FORMS 5-4676A AND 5-4667B MUST BE RECEIVED WITHIN SEVEN (7) CALENDAR DAYS AFTER THE CLOSING DATE OF ANNOUNCEMENT. It is your responsibility to assure that your Official Personnel Folder (OPF) is current and shows all work experience and credentials prior to the closing date of the announcement. Refer all questions to Robert Rodriguez, Jr., Human Resources Specialist, extension 39-5019.					
NOTE: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting accommodation will be on a case-to-case basis.					
THIS IS A BARGAINING UNIT POSITION.					
CTVHCS IS A SMOKE-FREE ENVIRONMENT.					
IF PATIENT NEEDS ARISE, THE INCUMBENT OF THE ABOVE POSITION MAY BE REASSIGNED TO THE WACO FACILITY WITHIN THE CENTRAL TEXAS VETERANS HEALTH CARE SYSTEM.					
EQUAL EMPLOYMENT OPPORTUNITY: ACTIONS TO FILL THIS POSITION WILL NOT BE BASED ON DISCRIMINATORY FACTORS, WHICH ARE PROHIBITED BY LAW.					